DEPARTMENT OF THE NAVY



COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT INST 3025.1 N305 **0 8 MAR 200**

COMNAVREG MIDLANT INSTRUCTION 3025.1

Subj: REGIONAL REPATRIATION PLAN

Encl: (1) Basic Plan for Noncombatant Repatriation

- 1. <u>Purpose</u>. To establish repatriation planning and execution responsibilities, and provide guidance and procedures in the event a noncombatant evacuation operation (NEO) becomes necessary.
- 2. <u>Scope</u>. This instruction applies to all Navy and Marine Corps activities, including reserve components, located or operating within COMNAVREG MIDLANT's Area of Operation (AO) for noncombatant repatriation.
- 3. Action. This instruction is effective for planning purposes upon receipt, and for execution as outlined herein. Commanders will use this plan and supplement it as necessary in the development of local noncombatant repatriation plans. Authority is granted to make extracts from any portion of this plan as required in the preparation of supporting plans and directives.

S. E. BARKER Chief of Staff

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COMMANDER NAVY REGION, MID-ATLANTIC NORFOLK, VA

REGIONAL NONCOMBATANT REPATRIATION OPERATONS PLAN

Commander, Navy Region, Mid-Atlantic 6506 Hampton Blvd Norfolk, VA 23508-1273

RECORD OF CHANGES

Change No.	Date of Change	Date Entered	Entered by
			
			
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LIST OF ANNEXES

- A REPATRIATION CENTER OPERATIONS
- B ARRIVAL PROCEDURES
- C CLAIMS AND LEGAL ASSISTANCE
- D ACRONYMS AND ABBREVIATIONS
- **E** DEFINITIONS

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REGIONAL NONCOMBATANT REPATRIATION OPERATIONS PLAN

Ref: (a) DoD Directive 3025.14 (Series)

- (b) JOINT PLAN FOR DOD NONCOMBATANT REPATRIATION
- (c) COMNAVREGMIDLANTINST 5720.1 (Series)
- (d) Section 502 of Executive Order 12656
- (e) Section 801 of Executive Order 12656
- (f) CINCLANTFLT Norfolk VA MSG dtg 121510ZSEP00

1. Background

a. The purpose of this instruction is to establish repatriation planning and execution responsibilities, and provide guidance and procedures in the event a noncombatant evacuation operation (NEO) becomes necessary.

2. Discussion

- a. Repatriation is the procedure whereby American citizens are officially processed back into the United States subsequent to their evacuation from overseas, and provided various services to ensure their well-being and movement to their final destination. Reference (a) designates the Secretary of the Army as the Department of Defense (DoD) Executive Agent for repatriation of DoD noncombatants. Reference (b) provides overall repatriation guidance. Reference (f) designates Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) as the tasking authority to Commander, Navy Region, Mid-Atlantic for noncombatant repatriation operations.
- b. The Chief of Diplomatic Mission or Principal Officer of the Department of State (DoS) is the lead Federal Official for the protection and evacuation of all U.S. noncombatants, including DoD dependents. The Authority of the Chief of Diplomatic Mission or Principal Officer of the DoS, to order evacuation does not extend to military personnel of the Armed Forces except as agreed upon between the DoS and DoD.
- c. As specified in Reference (d), the Secretary of Defense shall advise and assist the Secretary of State and the heads of other federal Departments and Agencies, as appropriate, in planning for the protection, evacuation, and repatriation of U.S. citizens in overseas areas.
- d. In accordance with reference (e), the Department of Health and Human Services has total national responsibility in the United States of the repatriation of all U.S. Noncombatant Evacuees, including those sponsored by DoD, under conditions of national emergency declared by the President or Congress. The Department of Health and Human Services will also be responsible for the mission under conditions short of a declared national emergency in accordance with the provisions of its non-emergency plan.
- e. The Department of Health and Human Services plan is complementary to this document, since DoD maintains responsibility for DoD noncombatants, while the Department of Health and Human Services is responsible for all non-DoD repatriates. Implementation of the Department of Health and Human Services plan would be based on joint consultation between DoD, DoS, and Department of Health and Human Services.
- f. The Federal Emergency Management Agency (FEMA) coordinates and supports the initiation, development, and implementation of national security

emergency preparedness programs and plans among federal departments and agencies. It also provides a periodic assessment of Federal, state and local capabilities to respond to national security emergencies.

- g. Reference (a) states that DoD is primarily responsible for the protection and evacuation of U.S. citizen noncombatants at Naval Base, Guantanamo Bay, Cuba. DoD is responsible for repatriation of DoD military personnel, civilian employees, and their dependents. In addition, and when requested, DoD shall also provide repatriation services to non-DoD personnel. However, DoD may not be able to provide repatriation services, for either its own personnel or any others, if military operations would be impeded in a crisis situation.
- h. The Department of the Army is the DoD Executive Agent for repatriation plans and operations. U.S. Army Forces Command (FORSCOM), the U.S. Commander-in-Chief Pacific (USCINCPAC) and Commander-in-Chief, U.S. Southern Command (USSOUTHCOM) are the Army's Agents for executing repatriation operations. The NEO Tracking System (NTS) and the Automated Repatriation Reporting System (ARRS) are the reporting systems that will be used for all repatriation operations.

3. Authority

- a. Reference (a) designates the U.S. Army Deputy Chief of Staff for Personnel the DoD Executive Agent responsible for repatriation plans and operations in connection with the return of DoD Noncombatant Evacuees. As the executive agent, the Army directs repatriation operations within DoD, and coordinates with other federal, state, and local agencies in planning for repatriation operations in CONUS (to include Alaska) and/or Hawaii, and the onward movement of evacuees arriving in either location.
- b. This instruction directly supports the evacuation plans developed by each theater commander. Unified commanders (CINC's) are responsible for noncombatant evacuation operations within their area of responsibility (AOR).
- c. Repatriation is a separate operation for which Department of the Army, Office of the Deputy Chief of Staff for Personnel is responsible. Repatriation is the final stage in the evacuation process. The flow of evacuees into the CONUS (to include Alaska) and/or Hawaii repatriation centers will be controlled by the Executive Agent in direct coordination with CINC's Crisis Action Team and with U.S. Transportation Command. The Executive Agent in conjunction with the appropriate service major commands will determine which repatriation center will be used and coordinate that decision with the CINC.
- d. Under conditions of a non-emergency evacuation, FORSCOM, as designated by the Commander in Chief, U.S. Joint Forces Command (USCINCJFCOM), USCINCPAC, and USSOUTHCOM are the Army's agents for executing repatriation operations. FORSCOM is responsible for repatriation operations in CONUS. USCINCPAC is responsible for repatriation operations in Hawaii, Alaska, and U.S. territories in the Pacific. USSOUTHCOM is responsible for repatriation operations in Latin America and the Caribbean Basin. As such, FORSCOM, USCINCPAC, and USSOUTHCOM are the safehaven commanders for their respective AOR's.
- e. All noncombatant evacuation operations, regardless of which CINC is responsible, will require coordination with FORSCOM, USSOUTHCOM and USCINCPAC

for the repatriation phase. In addition, as directed by USCINCJFCOM, FORSCOM has tasking authority over the military services in CONUS with respect to repatriation operations.

- 4. <u>Conditions for Execution</u>. This plan will be implemented in the following situations:
- a. When directed by the Department of the Army Office of the Deputy Chief of Staff for Personnel.
 - b. When directed by FORSCOM.
- c. When directed by the Commander, Navy Region Mid-Atlantic (COMNAVREG MIDLANT) or higher authority.

5. Assumptions

- a. A threat of general war may not exist at the time this instruction is implemented.
- b. National authorities, i.e., the President, the Secretary of State, and the Secretary of Defense have ordered evacuation of DoD Noncombatant Evacuees.
 - c. Full mobilization activities will not be in progress.
- d. Adequate civilian and military transportation will be available in the overseas area involved. Though returning evacuees may arrive at military and civilian port of debarkation, it is anticipated that most arrivals will be at military ports of debarkation.
- e. Although the evacuation of pets with families is not authorized, past experience has shown that evacuees will bring pets with them. Therefore, repatriation centers and intermediate processing/staging areas must be prepared to take care of pets.
- f. Unaccompanied baggage, household goods, and privately owned vehicles will not accompany evacuees. However, experience shows if there is enough time for evacuees to prepare for the repatriation, some will bring more than the allotted amount of baggage. Arrangements must accommodate this situation.
- g. Medical evacuation will normally be by air through normal medical channels. Alternate modes of transportation must be considered if airlift is not available because of higher priorities.
- h. Authority under Title 31 United States Code Section 1515 allows the evacuation of personnel without prior funding authorization. Evacuation and repatriation costs not capable of being absorbed within current mission funds will require a request for supplemental funding from Congress.
- i. Sufficient civilian and military aerial and seaports of debarkation will be available to support execution of this instruction.
- j. Evacuation of multiple theaters or geographic areas may occur simultaneously and require concurrent actions.

- k. The DoS may request the Department of Health and Human Services to assist in repatriation operations when there is a large number of private American citizens in the evacuee population. However, DoD always takes care of its own families.
- 1. COMNAVREG MIDLANT should receive advance notification of any impending large influx of evacuees through established channels of communication.
- 6. <u>Mission</u>. To provide for the orderly, expeditious debarkation, processing and onward movement of DoD Noncombatant Evacuees and non-DoD evacuees (as required), when withdrawn by national authority from an overseas location under non-emergency conditions.

7. Execution

- a. In the event of a noncombatant evacuation operation where it appears the Secretary of State will request military support, the Chairman of the Joint Chiefs of Staff, when authorized and directed by the Secretary of Defense, will issue an appropriate preparatory order (warning, alert, etc.). Upon formal request by the Secretary of State, and as approved by the National Command Authority, the Chairman of the Joint Chiefs of Staff will issue an Executive Order per JCS Pub 5-02.4 Crisis Action Procedures directing a noncombatant evacuation operation. This will also initiate a repatriation operation.
- b. Responsibility for reception of DoD evacuees in the CONUS has been tasked to FORSCOM. Headquarters, Department of the Army (HQDA) has identified Naval Station (NAVSTA) Norfolk and Naval Air Station (NAS) Oceana as potential debarkation points for DoD evacuees. NAVSTA Norfolk and NAS Oceana are tasked as the primary Navy support installations for ship and airborne arrivals respectively to the Mid-Atlantic Region.
- c. In the event non-DoD sponsored personnel are included in evacuation flights, the Department of Health and Human Services will provide assistance to these individuals.
- d. DoD civilian employees directed to return to CONUS will be issued appropriate instructions by their servicing human resources office.
- e. The NEO Tracking System (NTS) and the Automated Repatriation System (ARRS) are the reporting systems that will be used for all repatriation operations.

8. Responsibilities

a. Department of Health and Human Services. Under a declared national emergency, the Department of Health and Human Services has the national responsibility for the repatriation mission (in accordance with Presidential Executive Order 12656) of all Noncombatant Evacuees, including those sponsored by DoD in the United States unless the operation is executed at a DoD installation. The Department of Health and Human Services will also assume responsibility for this mission under conditions short of declared national emergency on referral by Department of State (DoS). Under emergency conditions the National Emergency Repatriation Plan will be used.

- b. <u>Department of the Army</u>. Under emergency conditions, the Department of the Army, as Executive Agent for DoD, has responsibility for the overall planning and coordination of repatriation plans and operations for DoD evacuees.
- c. <u>Defense Manpower Data Center (DMDC)</u>. When notified by HQDA, DMDC will provide 10 laptop computers and a technician within 24 hours for use at the repatriation processing site.
- d. <u>U.S. Transportation Command (USTRANSCOM)</u>. Evacuees arriving in the United States, including Alaska and Hawaii, under such conditions may be arriving at both military and civilian ports of entry. The mode of transportation will primarily be aboard USTRANSCOM controlled airlift. It is anticipated that limited use will be made of sea transport.
- e. <u>COMNAVREG MIDLANT</u>. When tasked by CINCLANTFLT to conduct non-combatant repatriation operations, COMNAVREG MIDLANT will provide oversight for all repatriation operations. <u>COMNAVREG MIDLANT</u> will assist the designated repatriation site installation commander with coordination of regional assets.
- f. NAVSTA Norfolk and NAS Oceana. The Commanding Officers, NAVSTA Norfolk and NAS Oceana shall designate Repatriation Processing Center Support Team Chiefs and ensure the following:
- (1) A Repatriation Processing Center is established and holding areas designated. Family integrity will be maintained to the maximum extent possible.
- (2) Supplies and support are provided as necessary, to include 10 data entry personnel to support equipment provided by DMDC.
 - (3) Evacuees are welcomed.
- (4) Communications are established with inbound vessels and information is relayed to the Repatriation Processing Centers concerning numbers, status and special needs of passengers. Communications will attempt to determine the following:
 - (a) How many evacuees are on board?
 - (b) Are any VIP's on board? If so, who?
- (c) Are there any unaccompanied minors on board? If so, how many? Do they have legal documents authorizing adults in CONUS to act on their behalf, and/or legal documents allowing escorts to serve as such?
- (d) Are any third country nationals on board? If so, how many, what nationality, and do they have passports/visas?
- (e) Are there any medical problems on board? (injuries, illness, contagious disease, medication needs, etc.)
- (f) Are there any physically challenged passengers on board?
 (wheelchairs, blind, deaf, walkers, crutches, etc.)
 - (g) Are interpreters needed upon landing? If so, what language?

- (h) Are any pets on board? If so, how many, what type, and are they in cages? Are there any medical concerns requiring quarantine?
 - (i) Estimated time of arrival.
- (j) Is there any classified material on board? If so, how much and how is it contained?
- $\mbox{\ensuremath{(k)}}$ Is there any hazardous material on board? If so, how much and what kind?
 - (1) Are there any other special needs or problems?
- (5) Vessels are received and passengers are directed to the Repatriation Processing Center.
- (6) Assign baggage handlers. Unload baggage and place in cage to await Customs inspection. After cleared by Customs, move baggage to secure storage area. Load baggage on vans/buses when evacuees ready for further transportation.
 - (7) Coordinate flights.
 - (8) Coordinate with local airports for backup support.
- (9) Tables, desks, chairs, copiers, office supplies (paper, pens, pencils, paper clips, staplers, staple removers), drinking water, portapotties, hand washing facilities, beds, linens, towels, cribs, diapers, trash cans, TV's, and VCR's are provided as necessary.

9. Composition of Processing Team and Key Personnel

- a. The Repatriation Processing Center will determine if the Processing Support Team will be activated. The Processing Support Team Chief will determine who/how many will staff the processing line. Staffing guidelines and responsibilities are discussed in Annex A of this instruction.
- b. Noncombatant evacuation operation flights will arrive at irregular intervals and hours. Therefore, each agency is responsible for providing sufficient personnel in order to ensure 24-hour service.
- c. A repatriation recall telephone listing shall be maintained by Regional Emergency Management Coordinator, Commander, Navy Region Mid-Atlantic for use by the Navy Region Mid-Atlantic Command Duty Officer (CDO).

10. Processing Centers

- a. Processing of evacuees will take place in Building U-40 at NAVSTA Norfolk. Processing of evacuees will take place in Building 100 and Hangar 23 at NAS Oceana.
- b. It is important to note that U.S. Customs personnel require a large amount of floor space and must be consulted before setting up any floor plan.

- c. During times of actual repatriation operation, access to the processing area will be strictly controlled. Only authorized personnel will be allowed to enter. Security will control and issue badges as appropriate.
- 11. <u>Saturation of Processing Center</u>. If the number of evacuees saturates the processing center, additional evacuees will be relocated into holding facilities until the processing center is able to accept more evacuees. Holding facilities could include areas such as the base theater, gyms, etc. Holding facilities will be activated only if necessary.
- 12. Movement and Processing. The availability of air and/or surface transportation necessary to support this instruction cannot be predetermined, but will be determined by the DoS and/or USTRANSCOM. The actual number of evacuees arriving in the Mid-Atlantic Region will vary on a day to day basis, and transportation scheduling will vary in accordance with the overseas theater and the urgency of the situation. Agencies responsible for repatriation operations must be prepared to provide assistance as required.

13. Service Assistance for Evacuees

- a. To the maximum extent possible, assistance will be provided to the service member and/or family for any problems or needs that may arise. The processing center will monitor the overall safe haven situation in conjunction with the Department of the Army Office of the Deputy Chief of Staff for Personnel and assist the evacuees in their permanent change of station (PCS) to new assignments or return the evacuees to their location based on DoD guidance.
- b. The processing center will control evacuees while being processed, maintaining accountability. Some evacuees may have orders issued from their departing unit. In cases where orders cannot be prepared overseas prior to departure, the appropriate military service representative will prepare the evacuation travel orders to send evacuees to their final destination within the DoS designated Safehaven. Private U.S. citizens and third country national evacuees will be required to obtain housing and onward transportation from the processing site at their own expense or with DoS or Department of Health and Human Services assistance.
- c. Support will be provided for the temporary emergency care and custody of unaccompanied minor dependents.
- d. Arriving Noncombatant Evacuees will not be held for extended periods while awaiting transportation to their final destination. Evacuees will either be temporarily billeted on base or assisted in obtaining temporary commercial accommodations. The primary goal will be to arrange lodging near the commercial airport.
- 14. Naval Reserve Forces. Title 10 USC Sections 12301 to 12321 prohibit activation of Naval Reserve personnel for the purpose of repatriation operations except when ordered to active duty as a result of Presidential Order. Reserve personnel may volunteer in lieu of scheduled training days. However, the volunteer reservist must sign a volunteer agreement to this effect. Pay status and active duty time will be adjudicated following completion of the mission. Reserve personnel who have completed 15 days of annual training are not eligible for voluntary recall.

15. Evacuee Status

- a. DoD employees and their families may be in official travel status and thus entitled to Per Diem, government paid tickets and reimbursement for travel expenses. Whenever evacuees are being processed, Scheduled Air Traffic Office (SATO) travel must be open to provide tickets for travel to the individual's final destination. Some evacuees may require pay advances and/or per diem. The Joint Federal Travel Regulation (JFTR) provides additional guidance.
- b. Some evacuees will have orders prepared prior to evacuation by their overseas organization. Some may require amended orders or new travel orders. The capabilities to prepare and authenticate travel orders and amendments must be available at all times.
- c. Individuals requiring medical treatment will be initially examined by a medical team. An ambulance should be pre-positioned to support any medical emergency. Processing of evacuees requiring emergency medical treatment will be handled on a case by case basis.
- 16. Evacuee Transportation. All transportation requirements will be provided for evacuees. Transportation to civilian airports may be provided by a contract service arranged by appropriate personnel.

17. Identification

- a. Some evacuees may not have all the required documents, such as passports for recently acquired foreign spouses, adopted children, etc., required for entry into CONUS. Any legal documents, such as DoD dependent identification card, birth certificates, notarized consular records, or other related official records which establish dependency will be sufficient to process repatriates under conditions envisioned by this plan. The HQDA or the Department of Health and Human Services will coordinate with the Immigration and Naturalization Service (INS) to minimize processing delays which may be caused by the absence of required documents.
- b. All evacuees will be issued and will wear NTS tags which correlate to personal data entered into the system, e.g., the individual's name, social security number (SSN), age, sponsor's name, rank, and SSN, etc.
- 18. Administrative Support. All departments supporting the noncombatant evacuation operation will provide their own administrative support. COMNAVREG MIDLANT shall direct additional support as necessary.
- 19. <u>Interpreters</u>. As required, interpreters may be requested from other tenant commands in the Norfolk area. These individuals must be made available or placed on telephone standby by their commands.
- 20. Pets. Pets will be transported from the aircraft to a designated pet holding area. The pet holding area will be determined at a later time. Mid-Atlantic District Veterinary Command, Norfolk Branch, will be responsible for determining the health of the animals. Volunteers will be obtained to walk, feed, and provide general care of the animals until the owner can make appropriate travel arrangements. Proper identification will be required by all personnel picking up pets.

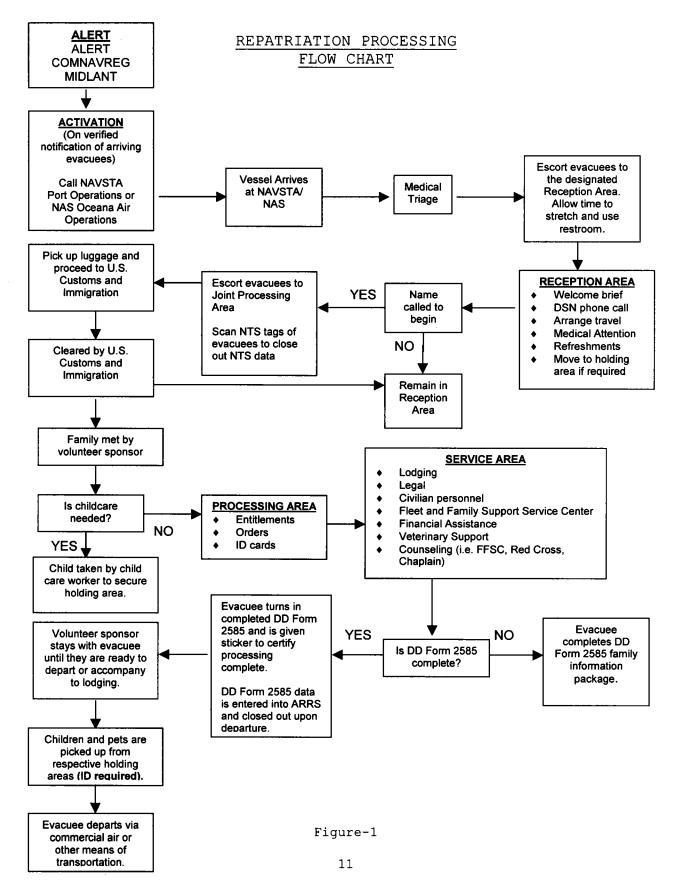
21. Logistics Records

- a. All agencies must keep accurate records of all time, funds, and supplies extended during repatriation operation. This includes civilian overtime, fuel, supplies, contracted services, additional maintenance, and any other resources used to support the operation.
- b. Contributions of supplies, time or services by volunteer agencies or individual volunteers should be documented as accurately as possible. These individuals or groups may also be eligible for reimbursement.
- c. Each agency on the processing line is responsible for furnishing items such as typewriters, computers, printers, calculators, and other office supplies in performance of their duties.

22. Reports

- a. Daily personnel and logistics status reports must be sent to FORSCOM as required. The Processing Center Team Chief will notify all agencies of submission times and information required by these reports. The use of AARS is mandatory.
- b. Each agency will be required to prepare an After Action Report not later than seven calendar days after termination of repatriation operation.
- c. Each agency will keep a written log of significant events. Copies of these logs will be furnished to COMNAVREG MIDLANT. These logs will be maintained for a minimum of two years after the termination of the repatriation operation. Approval shall be obtained from the COMNAVREG MIDLANT Staff Judge Advocate prior to disposing of any records relating to noncombatant evacuation operation, as there is always a possibility of legal action.
- 23. Flow Chart. Figure-1 is an overall flow chart of the repatriation process from initial alert of inbound aircraft to final departure of evacuee.

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ANNEX A

REPATRIATION CENTER OPERATIONS

- 1. <u>Purpose</u>. Provide guidance and establish responsibilities for military installations/bases tasked to provide support to DoD noncombatants evacuated from overseas.
- 2. <u>Situation</u>. HQDA will determine the installation/base that will have primary and backup responsibility for repatriation operations.
- 3. <u>Mission</u>. Designated Repatriation Site Commanders will develop plans for reception, processing, and onward movement of noncombatants who have been evacuated from overseas.
- 4. Execution. FORSCOM will task the primary processing installation/base with repatriation operation responsibilities. The installation will oversee and be responsible for all aspects of the repatriation operation. FORSCOM will ensure the supporting Services/DoD Agencies provide all necessary personnel to be members of Joint Service Processing Teams (JSPTs) for the Repatriation Site.
- 5. <u>RESPONSIBILITIES</u>. The Repatriation Processing Center will be manned throughout the duration of NEO. Responsibilities of the Commanding Officer of the base/installation of the designated repatriation site are included in the Basic Plan. Responsibilities of COMNAVREG MIDLANT and supporting Program Managers are included in Appendix 1. Additional services/ coordination required can be found in Appendix 2. A sample repatriation site layout can be found in Appendix 3.

Appendices:

- 1 Repatriation Site Staffing
- 2 Additional Services
- 3 Repatriation Site

APPENDIX 1 TO ANNEX A

REPATRIATION PROCESSING CENTER STAFFING

1. REPATRIATION PROCESSING CENTER. The installation commander of the designated repatriation site will establish a Repatriation Processing Center. The following positions will be manned, but may be released or dispersed as necessary.

2. Initial Staff Organization

- a. In the event of noncombatant repatriation, COMNAVREG MIDLANT will direct repatriation operations from the Repatriation Processing Center. The initial staff organization will be:
 - (1) Director of Operations (N30), Staff Watch Commander
 - (2) Regional Emergency Management Coordinator (N305)
 - (3) Public Affairs Officer (Code 00PA)
 - (4) Current Operations Officer (N301)
 - (5) Legal (Code 00L)
 - (6) Regional Chaplain (Code 00G)
 - (7) Program Manager/OIC/CO Representatives
- b. Additionally, representatives from the following Program Managers (PM) or COs/OICs are required to report to the Repatriation Processing Center but may be released at the discretion of the watch commander:
 - (1) Regional Engineer Program Manager
 - (2) Regional Port Operations Program Manager
 - (3) Regional Air Operations Program Manager
 - (4) Regional Public Safety Program Manager
 - (5) Regional Information Technology Program Manager
 - (6) Regional Support Services Program Manager
 - (7) Naval Medical Center, Portsmouth
- 3. <u>Checklists</u>. Tabs A through M to this Appendix provide specific guidance and action items for the staff when dealing with both military and civilian disaster recovery operations. These checklists are provided as guidelines to provide minimum support. Further support will be provided as necessary.

Tabs

- A Staff Watch Commander Checklist
- B Regional Emergency Management Coordinator Checklist
- C Public Affairs Checklist
- D Current Operations Officer Checklist

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- E Legal Officer Checklist
- F Regional Chaplain Checklist G Regional Engineer Program Manager Checklist
- H Regional Port Operations Program Manager Checklist
- I Regional Air Operations Program Manager Checklist
- J Regional Public Safety Program Manager Checklist
- K Regional Information Technology Program Manager Checklist
- L Regional Support Services Program Manager Checklist
- M Naval Medical Center Portsmouth

TAB A TO APPENDIX 1 TO ANNEX A

STAFF WATCH COMMANDER CHECKLIST

ACT:	ION	COMPLETED
1.	Obtain general brief of situation.	
2.	Approve NEO support planning within COMNAVREG MIDLANT	
3.	Prepare daily progress reports for COMNAVREG MIDLANT.	
4.	Convene ROC staff meeting for detailed briefing.	
5.	Review and approve ongoing actions.	
6.	Ensure Joint Information Center (JIC) is established by PAO.	
7.	Coordinate, review, and approve public information news releases.	
8.	Receive briefing on key local, state, and federal government and military representatives expected to participate in repatriation operations. Review ongoing operations by these agencies.	<u>:</u> :
9.	Ensure watchstanders maintain an accurate log of critical events and actions taken.	
10.	Keep COMNAVREG MIDLANT informed of actions and priority requests.	
11.	Request status of repatriation teams: Medical, Damage Assessment, Security, Transportation, Search and Recovery, Repair/Demolition, etc.	
12.	Ensure communications established with SOPA (Admin) Subareas.	
13.	Determine if outside assistance is required.	
14.	Determine need and availability of humanitarian services.	
15.	Direct activation and stocking of shelters, as required.	
16.	Ensure civil authorities are notified for the	

TAB B TO APPENDIX 1 TO ANNEX A

REGIONAL EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

ACT.	ION	COMPLETED
1.	Initiate recall or assembly of response personnel/equipment	
2.	Contact authorities for information regarding number of evacuees, unaccompanied children, pets, estimated time of arrival, and medical emergencies.	
3.	Ensure arrangements are being made for required logistics support (vehicles, equipment, billeting, aircraft, etc.).	
4.	Coordinate Repatriation Site organization and act as watch commander until N30 or designated watch commander arrives.	
5.	Identify civil and military forces already present and their capabilities and limitations.	
6.	Advise state and local authorities.	
7.	Ensure necessary reports are developed and released by the watch commander.	
8.	Keep CINCLANTFLT, and COMNAVREG MIDLANT informed.	
9.	Ensure existing communications equipment is operational.	
10.	Establish procedures for providing emergency sanitation facilities, electricity, and water.	
11.	Ensure SOPAs (Admin) and subordinate commands are kept advised of ongoing actions.	
12.	Determine priorities for use of existing communications.	·
13.	Ensure all watchstanders are familiar with their duties and responsibilities.	
14.	Ensure efficient control of available resources.	
15.	Establish 24-hour watchbill.	
16.	Ensure ARRS equipment has been received from Defense Manpower Data Center (DMDC) at the direction of HQDA.	
17.	Check and advise watch commander on climatic conditions which could affect recovery operations.	

TAB C TO APPENDIX 1 TO ANNEX A

PUBLIC AFFAIRS CHECKLIST

ACT	ION	COMPLETED
1.	Establish communication with CINC PAO.	
2.	Prepare and coordinate all press releases with ROC Watch Commander, Medical, and Legal representatives.	
3.	Coordinate VIP visits.	
4.	Advise ROC watch commander on all matters pertaining to public affairs.	
5.	Maintain an accurate log of critical events and actions.	
6.	Coordinate audio-visual coverage and documentation of repatriation operations.	
7.	Set up Command Information Bureau (CIB) in conference room or auditorium, as needed, to brief VIPs and news media.	
8.	Coordinate news media requests to interview individual DoD sponsored evacuees, subject to consent of the individual involved.	
9.	Assist evacuees in responding to requests from the media	
10.	Prepare news briefings and/or fact sheets.	
11.	Coordinate with other DoD PA offices as necessary for required support.	
12.	Receive clearance form CINCLANTFLT prior to issuance of any public statement from COMNAVREG MIDLANT concerning operations.	
13.	If directed, schedule a daily, comprehensive, unclassified briefing for media representatives, covering current plans and operations within the requirements of security. (Brief shall be video taped.)	
14.	Ensure no evacuee is interviewed by the media without his/ her consent.	
15.	Issue local news releases and respond to media and congressional inquiries.	

TAB D TO APPENDIX 1 TO ANNEX A

OPERATIONS CHECKLIST

ACT	ION	COMPLETED
1.	Prepare Daily Status Report for HQDA, info FORSCOM, indicating status as of 2200 local using the ARRS system. (Watch Commander will submit report)	
2.	Coordinate with the U.S. Public Health Service, Region III to ensure Department of Health and Human Services and FEMA is represented, as necessary.	
3.	Coordinate with the Department of Justice, INS for personnel support in meeting INS requirements during repatriation operations.	
4.	Coordinate guidance and personnel support from the Department of the Treasury, U.S. Customs Service.	· · ·
5.	Coordinate with the U.S. Department of Agriculture (USDA) for guidance and personnel support in meeting USDA requirements during repatriation operations.	
6.	Coordinate with Virginia Department of Social Services (Tidewater Regional Officer) for applicable state service for eligible Virginia residents among the evacuees.	

TAB E TO APPENDIX 1 TO ANNEX A

LEGAL OFFICER CHECKLIST

ACT	<u>10N</u>	COMPLETED
1.	Assess legal ramifications of situation and requests, advising ROC watch commander accordingly.	
2.	Coordinate establishment of claims processing facility and provide legal assistance to evacuees as necessary.	
3.	Provide Powers of Attorney as necessary.	
4.	Establish procedures to document all physical evidence.	
5.	Coordinate with PAO for news releases.	
6.	Establish channels for coordination of technical legal matters with higher headquarters and principal legal advisors of other participating federal departments and agencies.	·.·· ·
7.	Maintain accurate log of critical events.	
8.	Serve as liaison/advisor regarding legal support.	
9.	As directed by watch commander, with regards to reporting violations of the Law of War:	
	(a) Conduct appropriate preliminary investigation to determine whether the alleged violations were committed by or against United States personnel and report findings to CINCLANTFLT.	
	(b) Cooperate with appropriate allied authorities should their personnel be involved.	
	(c) With the assistance of the Current Operations officer, issue an appropriate OPREP-3 report of the alleged violations, addressed for information to CINCLANTFLT.	
	(d) Conduct further handling as directed by CINCLANTFLT.	
10.	Coordinate questions of international law concerning repatriation operations with CINCLANTFLT JAG.	
11.	Assist with unaccompanied minors at the Repatriation Processing center.	
12.	Stand ready to provide victim and witness rights in accordance with the Victim and Witness Assistance Program (VWAP).	
13.	Interface with U.S. Customs, USDA, INS and U.S.	

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Department of Justice, to assist in security requirements.

14. Work closely with PM Public Safety to establish appropriate security measures.

TAB F TO APPENDIX 1 TO ANNEX A

REGIONAL CHAPLAIN CHECKLIST

ACI	ACTION	
1.	Coordinate aid of civilian clergy for support of injured at civilian hospitals.	
2.	Coordinate with medical personnel for providing pastoral care to injured/hospitalized personnel.	
3.	Coordinate chaplain services and assistance to evacuees.	
4.	Provide Chaplain support to the Processing Team as necessary.	

TAB G TO APPENDIX 1 TO ANNEX A REGIONAL ENGINEER PROGRAM MANAGER CHECKLIST

ACT	ACTION	
1.	Serve as liaison/advisor regarding PWC activities and support.	
2.	Set up public address system in the Repatriation Processing Center.	
3.	Collect, display, and advise watch commander on availability of emergency water, electricity, fuels, and portable sanitation facilities.	
4.	Collect and display availability of transportation and construction equipment.	
5.	Coordinate with Medical and Fleet and Family Support Service Center (FFSC) Representative on transportation requirements for evacuees.	
6.	Coordinate the installation of additional phones as required.	
7.	Provide and coordinate road transportation in the Hampton Roads area, including vehicles, vehicle maintenance and drivers.	
8.	Provide shower facilities if required.	
9.	Provide construction support as necessary.	
10.	Provide tents as necessary.	
11.	Provide tables and chairs for the repatriation site Processing Center as necessary.	
12.	Provide transportation and storage for HAZMAT as necessary.	
13.	Provide lighting plants and generators as necessary.	

TAB I TO APPENDIX 1 TO ANNEX A

REGIONAL AIR OPERATIONS PROGRAM MANAGER CHECKLIST

ACT	ION	COMPLETED
1.	Keep ROC informed of airfield availability.	
2.	Advise ROC watch commander of operational commitments that may interfere with disaster recovery efforts.	
3.	Advise ROC watch commander of evacuee aircraft	

TAB H TO APPENDIX 1 TO ANNEX A

REGIONAL PORT OPERATIONS PROGRAM MANAGER CHECKLIST

ACT	TION	COMPLETED
1.	Provide information to the ROC watch commander on waterfront communications.	
2.	Coordinate and keep ROC watch commander advised of ship movements and berth availability.	
3.	Coordinate harbor movement plan.	

TAB J TO APPENDIX 1 TO ANNEX A

REGIONAL PUBLIC SAFETY PROGRAM MANAGER CHECKLIST

ACT	<u>LON</u>	COMPLETED
1.	Interface with police, security, and EOD forces.	
2.	Advise watch commander regarding availability of security forces, FBI and NCIS involvement, and local police activities.	
3.	Provide area and monetary funds custodian security.	
4.	Provide military working dogs for baggage inspection.	
5.	Provide access control to Repatriation Center.	
6.	Provide childcare area security as requested.	
7.	Coordinate and advise ROC watch commander regarding bomb threats and terrorist incidents.	
8.	Collect, advise, and display status of roads and highways.	
9.	Coordinate base-wide traffic to expeditiously move personnel and supplies.	
10.	Ensure base housing areas are alerted to impending situations.	· — —
11.	Coordinate and ensure critical resources are provided adequate protection.	
12.	Maintain an accurate log of events and actions taken.	
13.	Interface with U.S. Customs, USDA, INS and U.S. Department of Justice, to assist in security requirements.	
14.	Work closely with Navy Staff Judge Advocates and Attorneys of the of Office of General Counsel in Criminal and other security matters.	
15.	Arrange for detention cells for those needing to be incarcerated or detained.	

TAB K TO APPENDIX 1 TO ANNEX A

REGIONAL INFORMATION TECHNOLOGY PROGRAM MANAGER CHECKLIST

ACT	<u>10N</u>	COMPLETED
1.	<pre>Identify IT support requirements (network access, phones, messaging, etc.)</pre>	
2.	Coordinate basic IT services from applicable storefront.	
3.	Coordinate telephone, cellular, message traffic and NIPRNET/SIPRNET services, temporary PLA assignment, as required.	·
4.	Coordinate with COMSECONDFLT, USJFCOM and CINCLANTFLT as required for SATCOM channel utilization, temporary use of portable SATCOM equipment (e.g. MAST/MIFAC, PSC-5, etc).	
5.	Interface with commercial vendors for expanded, alternate, or emergency capabilities, as required.	
6.	Coordinate with Navy and Marine Corps Military Affiliate Radio System (MARS) to establish a portable MARS station to provide MARSGRAMS for evacuees, when appropriate. MARSGRAMS must comply with U.S. Navy-Marine Corps Military Affiliate Radio	

TAB L TO APPENDIX 1 TO ANNEX A

REGIONAL SUPPORT SERVICES PROGRAM MANAGER CHECKLIST

<u>ACT</u>	ION	COMPLETED
Fle	et and Family Support Service Center Norfolk (FFSC):	
1.	Hand out repatriation flowchart to evacuees. (See Basic Plan)	
2.	Assess for and respond to special counseling needs, including individual and family support.	
3.	Seek Red Cross assistance to:	
	(a) Coordinate overnight accommodations through base housing office with local hotels/motels.	
	(b) Set up canteen areas in Processing Center.	
	(c) Provide hygiene kits.	···
	(d) Provide baby formula and diapers.	
	(e) Work with other community agencies to recruit and place volunteers for the operation.	
	(f) Offer mental health counseling and make referrals as necessary.	
	(g) Coordinate language interpreters and food for children and volunteers.	
	(h) Provide relief personnel and messing assistance.	
4.	Coordinate with the Salvation Army to provide food, clothing, blankets, and counseling as necessary.	
5.	Coordinate with the Navy and Marine Corps Relief Society to provide financial information and assistance as necessary upon request.	
6.	Coordinate with Navy Ombudsmen to serve as volunteers in all areas of the processing center to help with the reception center, escorts, childcare, forms, food distributions, pet care volunteers, etc.	
7.	Provide childcare as necessary including cribs and linen, diaper changing tables and supplies, games, videos, books and toys.	
8.	Provide recreation equipment/facilities.	
9.	Set up childcare area at the Repatriation Center. Include diaper changing area and nursing area. Ensure area is secure. Restrict access to authorized personnel only.	

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10.	name.	
11.	Provide supervision for children while parent/caregiver completes processing.	
12.	Reunite children with parents after processing. Check adult ID before releasing children.	
13.	Serve as liaison with external supply activities and the Navy Exchange/Commissary if supplies are required from these sources.	
14.	Arrange for tables, desks, chairs, copiers, office supplies, drinking water, beds, linens, trash cans, TV's and VCR's as necessary.	
15.	Ensure availability of victim counselors, and information for any victims and witnesses under the Victim and Witness Assistance Program (VWAP).	

TAB M TO APPENDIX 1 TO ANNEX A

MEDICAL OFFICER CHECKLIST

ACT	<u>ION</u>	COMPLETED
1.	Interface with NAVMEDCEN Portsmouth and local medical facilities.	
2.	Provide a senior medical officer who shall determine medical requirements and continuous staffing for repatriation center until operation is secured. The presence of a pediatrician at the Processing Center is strongly recommended.	· .
3.	Provide triage as necessary at the Repatriation Processing Center and provide emergency medical treatment as necessary.	
4.	Provide immunizations per preventive medicine protocol.	
5.	A Public Health officer will board incoming vessel before passengers disembark to ask if there is emergent medical problems.	
6.	Coordinate ambulance services and transportation for patients requiring emergent or urgent care to NAVMEDCEN Portsmouth or civilian hospital based on acuity of problem and eligibility requirements.	
7.	Set up rooms in the Repatriation Processing Center for screening and treatment, as needed.	
8.	Document care on the initial SF-600 and give it to the patient when they leave the medical area. Make a log book entry to document the following for records:	
	(a) Date and Time	
	(b) Patient's Name	
	(c) Patient's Social Security Number	
	(d) Exit diagnosis	
	(e) Supplies/ medications used	
	(f) Disposition	
9.	Dispose of Biohazards per BUMED policy.	
10.	Coordinate with PAO for release of information regarding casualties.	
11.	Maintain accurate log of critical events.	
12.	Advise the ROC Watch Commander on food and water contamination.	

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13.	Provide pharmacy service for verified and emergency prescriptions.	
14.	Coordinate and assist in providing personnel for duty litter bearers, etc.	
15.	Serve as liaison/advisor regarding medical matters.	
16.	Coordinate with appropriate personnel for decontamination of evacuees, if necessary.	
17.	Coordinate with chaplain for religious/pastoral support requirements for injured/hospitalized personnel.	

APPENDIX 2 TO ANNEX A

ADDITIONAL SERVICES

- 1. Regional Resources Service Office (RRSO). RRSO will be responsible for collecting resources and expense reports from various military and civilian support agencies and for providing coordination with local financial institutions to secure travelers checks (gratis, if possible) for dissemination vice large amounts of cash. The comptroller shall request for reimbursement for repatriation operations.
- 2. <u>Human Resource Office Norfolk (HRO)</u>. HRO shall provide guidance as needed to DoD personnel, prepare Temporary Duty (TDY) or PCS orders for civilian evacuees who do not have orders, and refer evacuees needing advance pay or who have questions to the appropriate staff member in the processing center.
- 3. Photography. COMNAVREG MIDLANT Visual Information Center shall develop Standard Operating Procedures (SOP) to record the entire repatriation process on film.
- 4. <u>Veterinary Support</u>. Mid-Atlantic District Veterinary Command, Norfolk Branch will:
- (a) Set up a covered pet holding area in the vicinity of the Repatriation Processing Center.
 - (b) Supervise unloading of animals.
 - (c) Arrange availability of temporary shelter.
 - (d) Examine animals upon arrival.
 - (e) Vaccinate or verify and certify vaccinations as necessary.
 - (f) Provide emergency medical treatment for animals.
 - (g) Coordinate with FFSC for volunteers for pet care (i.e. walking)
 - (h) Dispose of animal waste.
 - (i) Coordinate with SATO for pet transportation to final destination.
 - (j) Verify that food is coming from approved sources.
- 5. SATO. SATO shall:
- (a) Ensure travel representatives are on 24-hour call to provide travel services.
- (b) Ensure a travel representative is available to meet evacuees immediately upon arrival and hand out copies of the SATO Travel Request Form indicated in Figure 6.
- (c) Arrange transportation for evacuees to their final destination based on the information provided by the evacuee on the SATO Travel Request Form indicated in Figure-2.

SATO TRAVEL REQUEST FORM						
SPONSOR NAME (Last No Initial):	ame, First Name & Middl	e RANK/GRADE:	AGE:	SEX:		
inicial).						
SPOUSE NAME (Last Name	me, First Name & Middle	: Initial):	AGE:	SEX:		
DEDENDENT NAME /I.a.	Name Pinet Name C Mic	idla Taitiall.	ACE.	SEX:		
DEPENDENT NAME (Last	Name, First Name & Mic	idle Initial):	AGE:	SEA:		
DEPENDENT NAME (Last	Name, First Name & Mic	ddle Initial):	AGE:	SEX:		
DESIRED DEPARTURE	DESIRED DEPARTURE DATE:	DESIRED DESTINAT	ION (City	y):		
TOTAL PIECES OF LUGGAGE:	ESTIMATED LUGGAGE WEIGHT:	TOTAL CAGED PETS:	OTHER C	ARGO:		
HOGGAGE.	WEIGHT:	TEIS.				
SPECIAL REQUIREMENTS	FOR HANDICAPPED PASSEN	NGERS:	l			
METHOD OF PAYMENT (N	on-DOD personnel only):					
□ _{CASH} (Type:	CHECK)	CREDIT CARD				

Figure-2

- (d) Coordinate direct flights to final destinations whenever possible (flight changes are very disruptive, especially with children and luggage).
 - (e) Coordinate transportation of pets with their owners, as needed.
- (f) Arrange for luggage left behind to be taken to same airline that family member departed on and forwarded.
- (g) Explore military rates and discounts for all flights required by returning family members.

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(h) Help non-Department of Defense evacuees make travel arrangements, after ensuring personal payment option.

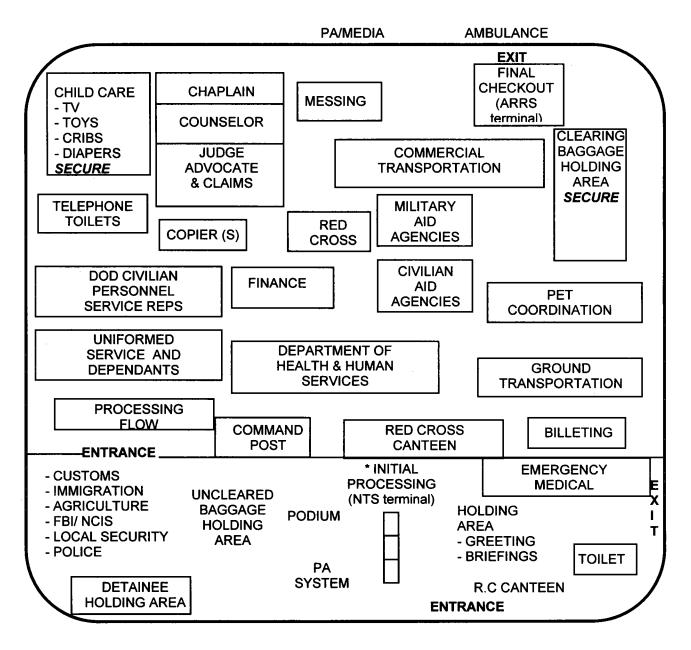
6. Personnel Support Activity Norfolk. PERSUPPACT will:

- (a) Provide appropriate support personnel to the Repatriation Processing Center or PERSUPPDET building as appropriate.
 - (b) Process ID cards and orders.
 - (c) Provide travel entitlements.
 - (d) Coordinate transportation to safehaven destination with SATO.
- (e) Provide Defense Enrollment Eligibility Reporting System (DEERS) computers, ID card stock and lamination, ticket printers, and general office supplies.

APPENDIX 3 TO ANNEX A

REPATRIATION PROCESSING CENTER

1. The Repatriation Processing Center will be set up at the location designated by the Commanding Officer of the designated base/installation. The Repatriation Processing Center will be set up using the following guidance. Due to the amount of floor space required for customs, no floor plan shall be implemented without their approval.



ANNEX B

ARRIVAL PROCEDURES

- 1. ARRIVAL. Upon arrival at the Repatriation Processing Center, evacuees will begin processing. Families should be given an arrival folder, be informed of the procedures to be followed at the repatriation center, and also complete a health status and travel and fitness assessment. Further guidance can be found in Annex D of reference (a).
- 2. ARRIVAL FOLDER. An arrival folder will be prepared by the repatriation processing center team. It will contain a cover letter from COMNAVREG MIDLANT or the designated base commander welcoming evacuees back to the United States. It will also contain useful information on family services, financial support agencies, and follow-on instructions and guidance (i.e. repatriation flow chart, sample DD Form 2585, sample SATO travel request forms, etc).
- 3. PROCESSING. Evacuees will be processed using the flow chart in Figure 7 of the basic plan.

Appendices:

- 1 Sample Welcome to Repatriation Processing Center
- 2 Sample DD Form 2585
- 3 Sample Health Status and Travel and Fitness Assessment

APPENDIX 1 TO ANNEX B

SAMPLE WELCOME TO REPATRIATION PROCESSING CENTER

Welcome to Navy, Region Mid-Atlantic.

You have been evacuated to the United States because you may not have been safe if you had remained in the country where you were staying. This information sheet is provided to help you understand the procedures that you will go through and to help you obtain all of the assistance that is open to you. Please read it fully.

You are about to be briefed, questioned and, if necessary, physically examined in order to find out the types of assistance that you need and to help us supply them as quickly and easily as possible. Please listen to all instructions carefully, answer all questions as completely as you can, and ask questions if you do not understand the instructions or questions. Please be patient - we want to take care of as many people as we can as quickly as we can, and your cooperation will help us.

THIS IS THE PLAN TO PROCESS YOU THROUGH NAVY REGION, MID-ATLANTIC:

- 1. Arrival Briefing. Before you start processing, personnel from Navy Region, Mid-Atlantic will explain what you can expect, and answer as many of your questions as possible.
- 2. Processing. Processing is the most important step in the plan. It is done in the Repatriation Processing Center, where the arrangements will be made for your care and transportation. In processing, you will be questioned and directed to fill out forms for immigration, customs, and agricultural purposes to clear you to enter the United States. You will also be questioned about your health. Any examination or treatment you may need will be arranged.

If your transportation from Norfolk has already been arranged, we will check to make sure it is all in order. If no arrangements have been made or if there are problems with your arrangements, we will make correct arrangements.

We will make arrangements for you to inform your sponsor or immediate family that you have arrived safely and when you expect to reach your final destination.

We will determine which assistance programs can help you as fully as we can, and help you arrange to receive assistance.

3. Support at Navy Region, Mid-Atlantic:

We will furnish basic support while you are at the Naval Station, and make sure that you are healthy enough to travel and have enough personal articles before you leave for your final destination. Support will include:

a. Medical Care. We will provide or arrange care for life threatening conditions, conditions requiring hospitalization, conditions requiring ongoing care, contagious diseases, conditions precluding travel, and first aid. Some additional care will be provided as resources permit.

- b. Meals. We will announce a schedule for your meals at NAVSTA Norfolk/NAS Oceana dining facilities, and provide transportation to and from the facilities.
- c. Lodging. If you will not be departing from NAVSTA Norfolk/NAS Oceana for eight hours or more, we will furnish or arrange lodging for you and your family, if you so desire. If you will be departing sooner, there will be cots set up in a "Quiet Area" of the Repatriation Processing Center where you can rest before you depart.
- d. Clothing and Personal Necessities. We will ensure that you have sufficient clothing, toilet articles, etc., to allow you to travel. If you were unable to bring enough clothing or personal necessities with you, we will furnish you with enough to allow you to travel.
- e. Counseling. Chaplains and professional distress counselors are available to you at any time. If you desire, we will help you contact a local house of worship in this area.
- f. Legal Assistance. Navy legal personnel will assist you in legal matters related to repatriation, and in the filing of any personal claims against the U.S. Government.
- 4. After You Leave. We will inform a U.S. military activity near your final destination of your travel arrangements and support needs. They will make sure of your safe arrival and that your needs are being taken care of.
- 5. Reporters and Interviewers. We will not permit news reporters or interviewers to question you at NAVSTA Norfolk/NAS Oceana unless you indicate your consent to such interviews.

Thank you for your cooperation. WE ARE HERE TO HELP.

APPENDIX 2 TO ANNEX B

SAMPLE DD FORM 2585

REPATRIATION PROCESSING CENTER PROCESSING SHEET

REPORT CONTROL SYMBOL DD-P&R (AR) 1885 Form Approved OMB No. 0704-0334 Expires Sep 30, 2001

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information. Developments of information and provided in the pro

PRIVACY ACT STATEMENT

AUTHORITY: EO 12656.EO 9397.

PRINCIPAL PURPOSE(S): To document the movement of an evacuee from a foreign country to an announced safehaven. Information will be used, as needed, to assist the evacuee in the process of repatriation.

ROUTINE USE(S): To family members of individuals who have been evacuated and about whom information is requested by a family member and/or spouse, location and final destination will be released; to the Department of State for evacuation management and planning purposes; to the American Red Cross for communication of evacuation information about spouse/family member(s) to service member still in foreign country; to the immigration and Naturalization Service for tracking of foreign nationals evacuated to the U.S.; to the Department of Health and Human Services, to facilitate delivery of personal and financial services and to recoup costs of financial services and to identify individuals who might arrive with an illness requiring quarantine; to state and local health departments, to further implement the quarantine of an ill individual.

DISCLOSURE: Voluntary; however, failure to furnish the information may limit your receipt of services and impede passage of information about your current whereabouts to family members.

INSTRUCTIONS FOR COMPLETION OF DD FORM 2585 REPATRIATION PROCESSING CENTER PROCESSING SHEET (Read before completing this form.)

GENERAL INSTRUCTIONS

- The following instructions are provided for completing the Repatriation Processing Center Processing Sheet. Collection of this information is authorized by 42 U.S.C. 1313, the Department of Defense Directive 3025.14, and Executive Order 9397. Providing the information requested on this form, including Social Security Number, is voluntary; however, failure to complete the form may hinder receipt of needed services and impede any passage of information about current whereabouts to family members.
- Before entering any information on the form, carefully read the detailed instructions on the form, carefully read the detailed instructions provided. Not all questions are applicable for everyone. For those questions that do not apply, enter N/A on the line or check the boxes in Sections III, IV, and VI.
- 3. You may be asked to have available any or all of the following documentation:
- a. For official government personnel and dependents, you should have available as applicable:
 - (1) Official travel orders for Safehaven Status (DD Form 1610).
 - (2) Permanent Change of Station (PCS) Orders.
 - (3) Passport, Visa and International Immigration (shot) record.
 - (4) Military/ DoD Civilian/ Dependent Identification Card.
- (5) Travel documents (Transportation Request, transportation travel information or tickets, i.e., airline, train, bus, etc.).

- b. Private American citizens or foreign nationals should have:
 - (1) Passport and Visa (as applicable).
 - (b) Travel documents (travel information, tickets, etc.).
- 4. The Repatriation Processing Packet is provided to the "responsible person" either upon arrival in an overseas country, upon evacuation from the overseas country for completion en route, or upon arrival in the United States at the repatriation center. Processing officials at the repatriation center will be available to assist you in completing the form.
- 5. The individual completing this form will be the "responsible person" for this particular family group. "responsible person" may be a Military Member, DoD Civilian, Military or DoD Civilian Dependent, Federal employee or Federal dependent, Family Representative, Designate Escort, Private American Citizen or Third County National. THE "RESPONSIBLE PERSON" IS ONLY REQUIRED TO COMPLETE THE ITEMS IN SECTIONS I-III, PAGES 5-8.
- 6. ONLY ONE FORM IS TO BE COMPLETED FOR EACH FAMILY GROUPING.
- 7. FOR PROCESSING CENTER USE ONLY. Pages 9 and 10, Items 28-47 are completed by a representative of the Repatriation Center Processing Team Staff. Pages 5 through 8 will be completed by the "responsible person".

SAMPLE DD FORM 2585

Page 1 of 10 pages

SPECIFIC INSTRUCTIONS

SECTION I- ESCORTS OF UNACCOMPANIED MINOR CHILDREN (Page 5)

This section and Section III (Pages 5 through 8) will be completed by the "responsible person".

SECTION II - PROCESSING CENTER

- Item 1. Airline and Flight Number. Enter the airline and flight number arrived on.
- Item 2. Date of Arrival. Enter the date arrived in the United States at this processing center. Do this by entering the year first, then the month of the year, then the day of the month. Example: YYYY = 1988, MM = 08 (August), DD = 20 (20th).
- Item 3. Repatriation Center. Enter the location of the Repatriation Center by airport, city, and state, or by military base. Example: Raleigh/Durham Airport, Raleigh, NC or Charleston AFB, South Carolina.
- Item 4. Processing Date. Enter the date (by year, month and day) that processing through the Repatriation Center began. In most cases it will be the same date as shown in Item 2 above.
- Item 5. Processing Time. Enter the time processing began for this person or family. Use military time (24 hour clock). Example: 2:00 a.m. = 0200, 3:00 p.m. = 1500.

SECTION III - EVACUEE IDENTIFYING INFORMATION

Item 6. Name. Enter principal evacuee's last name (family name, such as "Smith"), first name ("Mary"), and middle initial ("C"). If there is no middle initial, enter NMI.

If the evacuee is an unescorted child and there is more than one child in the family, enter information for only the eldest child in items 6 - 20. Escort information will be provided in item 22.

- Item 7. Country Evacuated From. Enter the original country from which you departed en route to the United States.
- Item 8. Date of Birth. Enter the date of birth by year, month, and day. Do this by entering the year first, then the month of the year, then the day of the month. Example: YYYY=1963, MM = 08 (August), DD = 20 (20th).
- Item 9. Place of Birth. Enter the city, state and country in which born. Example: Baltimore, Maryland, USA or Frankfurt, Germany
- **Item 10. Country of Citizenship.** Enter the country of citizenship. example, USA, Canada, England, France, Germany, etc.
- Item 11. Gender. Place an "X" in the appropriate block to indicate whether male or female.
- Item 12. Social Security Number (SSN). Enter the evacuee's SSN, if applicable. If these is no SSN, enter N/A.
- Item 13. Marital Status. Place an "X" in the block that indicates marital status, if applicable.
- ITEM 14. Passport Number and Country of Issue. Enter passport number, if applicable. The number can generally be found on the first page of the passport. Also, enter the name of the country that issued the passport.

Item 15. Alien Number and Country of Issue. Enter Alien Number, if applicable. If not applicable, enter N/A. If applicable, enter the name of the country that issued the Alien Number.

Item 16. Classification Number(s) and Agency Code(s). Enter the number that best identifies the evacuee's status from the classification that best identifies the evacuee's status from the classification number list (Table 1 on page 6), and if applicable, the appropriate agency code (Table 2).

NOTE: Any individual can fall into more than one category, i.e., a DoD Dependent can also be a government employee. If that is the case, show all appropriate classification numbers and/or agency codes. This applies to all individuals shown on the processing form.

- Item 17. Number of Family Members With You. Enter the appropriate number of family members in the family group. NOTE: If you are escorting unaccompanied minor children, in addition to your own children, DO NOT include them in your family group.
- Item 18. Number of Animals With You. Enter in the appropriate space, next to the type of animal, the number of animals you are bringing with you back to the U.S. You must ensure that you have all the necessary paperwork, and shot records to expedite the processing of your animals through Public Health Inspection.

FOR ITEMS 19 and 20: If the form is being completed by an escort for (an) unaccompanied minor child(ren), the emergency contact and final destination should be those for the child(ren).

Item 19. Emergency Contact In U.S.

- a. Name. Enter the name of an individual who will know how to get in touch with the evacuee should the need arise.
- b. Address. Enter the "Emergency Contact's" street, city, state and/or country, and ZIP code.
- c. Home Telephone Number. Enter the "Emergency Contact's" home telephone number (if known or applicable), to include the area code.
- d. Work Telephone Number. Enter the "Emergency Contact's" work telephone number (if known or applicable), to include the area code.
- Item 20. Final Destination. If the evacuee's final destination will be the same residence as the "Emergency Contact" shown in item 19 above, write "SAME." If the evacuee's final destination is going to be different than the "Emergency Contact," enter the name of the person with whom the evacuee will be staying, their telephone numbers, and complete address to include "Country," if the Safehaven location is outside the U.S.

NOTE: If the evacuee will be living by him/herself, enter "SELF" in the Name block, and then the address.

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SPECIFIC INSTRUCTIONS (Continued)

- Item 21. If U.S. Department of Defense Military and Civilian Employee Dependent. This item is to be completed when the evacuee is a military of DoD civilian dependent whose sponsor remains behind. If this item is not applicable, enter N/A on the Sponsor Name line and go on to the next block. For escorted unaccompanied minor children, enter the sponsor's (parent or guardian) information to the best of your ability.
- a. Branch of Service/DoD Agency. Place an "X" in the black next to the branch of Service/DoD Agency to which the sponsor belongs.
- b. Name of Sponsor. Enter the name of the sponsor of the family, remaining in the country, but last name, first name, and middle initial. If no middle initial, enter NMI.
- c. Social Security Number. Enter the sponsor's SSN.
- d. Rank/Grade. Enter the sponsor's rank (i.e., SGT, LT, etc.) and grade (i.e. E4, O3, etc.). For civilians, enter grade (i.e. GS12, WG10, ect.).
- d. Organization/Address and Major Command. Enter the sponsor's organization, address, and major command, to include APO or FPO number, if applicable.
- tem 22. Escort for Unaccompanied Minor Child(ren). If this form is being completed by the escort for unaccompanied minor child(ren), enter the following information about the escort.
- a. Name. Enter the last name, first name, and middle initial of the escort. If no middle initial, enter NMI.
- b. Address. Enter the street, city, state and/or country, and ZIP code where the escort will be living.
- c. Home Telephone Number. Enter the home telephone number where the escort can be contacted, if known. Include the area code.
- d. Work Telephone Number. Enter the work telephone number where the escort can be contacted, of known. Include the area code.
- Item 23.a. through d. Accompanying Evacuees (Page 7). The data on this page pertains to each person accompanying the principal evacuee. This may be a child, spouse, sibling, or parent of the "responsible person" or an escorted unaccompanied minor child of another family. Complete one block of information for each person other than the principal evacuee who is listed on Pages 5 and 6. If there are more than four accompanying persons, use additional copies of Page 7.
- (1) Name. Enter accompanying evacuee's last name, first name, and middle initial. If no middle initial, enter NMI.

- (2) SSN. Enter the accompanying evacuee's Social Security Number, if known.
- (3) Date of Birth. Enter the accompanying evacuee's date of birth by year, month and day.
- (4) Gender. Place an "X" in the appropriate block indicating whether the accompanying evacuee is male or female.
- (5) Relationship to Person Completing Form. Place and "X" in the appropriate block indicating whether the accompanying evacuee is the "responsible person's" spouse, child, parent, or other.
- (6) Place of Birth. Enter the city, state, and country in which the accompanying evacuee was born.
- (7) Country of Citizenship. Enter the country of which the accompanying evacuee is a citizen. Example: USA, Canada, England, France, Germany, etc.
- (8) Passport Number and Country of Issue. Enter the accompanying evacuee's passport number and the country in which it was issued.
- (9) Alien Number and Country of Issue. Enter the accompanying evacuee's alien number, if applicable, and the country which issued the number. If not applicable, enter N/A.
- (10) Classification Number(s) and Agency Code(s). Enter all classification numbers (from Table 1) and agency codes (from Table 2) that apply to the accompanying evacuee.

NOTE: Any individual can fall into more than one category, i.e., a DoD dependent as well as a government employee.

SECTION III (Continued) - SERVICES (Page 8)

This section is provided for the "responsible person" to identify to the processing team any assistance the family group may require upon arrival in the U.S.

- Item 24. If No Services are Needed. Upon reviewing the list in this section, if the family does not require any additional help, place an "X" in this block.
- Item 25. Services Needed. If assistance is required, place an "X" inthe black next to each service required.
- Item 26. Additional Remarks. This item is provided if the ":responsible person" has any questions, needs additional assistance, or has any comments to make

NOTE: SECTION III IS THE LAST PART OF THE FORM THAT THE EVACUEE MUST COMPLETE. THE FOLLOWING SECTIONS WILL BE COMPLETED BY THE REPATRIATION TEAM AT THE PROCESSING CENTER.

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SPECIFIC INSTRUCTIONS (Continued)

SECTION IV - REPATRIATION PROCESSING CENTER DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)

This sections is applicable to all evacuees other than Federal personnel and their families, i.e., private American citizens, and their families.

Item 27. If No Services Are Required/Were Provided. If the evacuee required no assistance upon arrival, place an "X" in this block. This block may also be marked by the "responsible person"

Item 28. Services Provided by DHHS.

a. Onward Transportation. If funds were required to obtain airline, bus, train ticket, etc., this item must be completed. Under the cost heading in the first (Persons) black, enter the number of tickets. Enter the cost of each ticket in the next (Dollars) black. Multiply the number of tickets by the cost and enter the total to the right of the equal sign. Example: Onward transportation 4 X \$150.00 = \$600.00.

NOTE: It is possible for family members to go to different locations; therefore, and additional line was provided to cover those exceptions. If no onward transportation support was provided, enter a zero in the "Total" block.

b. Temporary Lodging and Per Diem. If funds were required to provide lodging accommodations, this item must be completed. Enter the number of persons times the number of days they are staring at the hotel/motel, etc., times the per diem rate per day and enter the total cost to the right of the equal sign. Example: 4 people X 2 days X \$50.00 per day per diem = \$400.00.

NOTE: If no lodging or per diem was provided, enter a zero in the "Total" block.

c. Miscellaneous. For any other assistance required, itemize the assistance provided in the space shown, and enter their associated costs to the right of the equal sign.

Item 29. Total DHHS Costs. Add up all the costs shown in this column for transportation, lodging, per diem, miscellaneous and enter that figure in the space provided.

Item 30. Has Emergency Medical Assistance Been Provided Off-Site. Place an """ in either the "Yes" or the "No" block provided. If Yes, enter the name of the hospital or medical facility, if known, in the space provided for Additional Remarks (Item 31.)

Item 31. Additional Remarks. Enter any additional information regarding services provided, if necessary.

SECTION V - CLOSING QUESTIONS (DHHS).

Processing officials should complete and sign this prior to the individual(s) departing the Repatriation Center.

Items 32 through 35. Questions. A processing official/interviewer will complete these questions by placing an "X" in the appropriate "Yes" and "No" block.

Item 36. Name of Interviewer. The processing official interviewer will sign in this space and print his or her name below.

Item 37. Telephone Number. The processing official/interviewer will enter the telephone number where he or she can be reached should the need arise.

SECTION VI - ASSISTANCE PROVIDED DOD PERSONNEL

This section should be completed by Military Support Processing Team

Item 38. If No Services Were Provided. If the military individual, Federal employee and/or family members do not require any assistance, place an "X" in this black.

Item 39. Services Provided. If the military individual, Federal employee and/or family members do not require any assistance, place an "X" in this block.

Item 40. Costs. For each item in which funds were provided, enter the amount on the line next to the service provided. In item b., enter the voucher number assigned for per diem payments.

Item 41. Total Costs. Ass up all financial assistance provided to the military individual, Federal employee and/or family member and enter the total in the space provided.

SECTION VII - PROCESSING INFORMATION

This section should be completed by the Processing Team Officials prior to the evacuee(s) departing the Repatriation Center.

Item 42. Exit From Processing Center Date. Enter the date by year, month and day that the evacuees have completed their processing and are departing the Repatriation Center.

Item 43. Exit From Processing Center Time. Enter the time, using military (24 hour) clock.

Item 44. Destination. Enter the destination by city, state, and/or country that the evacuees are going to.

Item 45. Transportation Carrier(s). Enter the name of the airline, bus or train company that will be taking the evacuees to their final destination.

Item 46. ETA and Date of Arrival at Destination. Enter the estimated time and date the evacuees are expected to arrive at their final destination. enter this by military time and by year, month and day.

Item 47. Additional Remarks. Enter any additional information regarding exit processing, if necessary.

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SECTION I - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"								
ARE YOU ESCORTING UNACCOMPANIED MINOR CHILD(REN)? (X one) YES NO								
The designated escort is responsible for completing (to the best of their ability) a separate form for each family group they are escorting. If there is more than one child from the same family group, enter the information in Items 6 through 20 for the eldest child being escorted. Then, complete the family group information for each younger child in Items 23 (a) through (d), as applicable.								
ADDITIONALLY, ESCORTS WILL FILL OUT A SEP	ARATE FORM FOR THEIR OWN FAMILY GROUP.							
SECTION II - TO BE COMPLE	TED BY THE "RESPONSIBLE PERSON"							
1. AIRLINE AND FLIGHT NUMBER	2. DATE OF ARRIVAL (YYYYMMDD)							
3. REPATRIATION CENTER	1.							
4. PROCESSING DATE (YYYYMMDD)	5. PROCESSING TIME (Military)							
, , , , , , , , , , , , , , , , , , , ,	,, ,, ,, ,, ,, ,, ,, ,, ,, ,,							
SECTION III - EVACUEE IDENTIFYING INFORMAT	ION - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"							
6. NAME OF EVACUEE (Last, First, Middle Initial)								
7. COUNTRY EVACUATED FROM								
8. DATE OF BIRTH (YYYYMMDD) 9. PLACE OF BIRTH (City	State, and Country)							
, , , , , , , , , , , , , , , , , , , ,	,,							
10. COUNTRY OF CITIZENSHIP								
10. GODININ OF GITZERGITE								
11. GENDER (x ONE) MALE FEMALE	12. SOCIAL SECURITY NUMBER							
13. MARITAL STATUS (X one) SINGLE MARRIED	WIDOWED SEPARATED DIVORCED							
14.a. PASSPORT NUMBER	b. COUNTRY OF ISSUE							
THE PASSIVAL NUMBER	b. Country of 1330E							
15.a. ALIEN NUMBER	b. COUNTRY OF ISSUE							
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SECTION III - EVACUEE	IDENTIFYING INFO	RMATION	(Continued) (Read before	completing Items 16 and 23)
(L	e Item 16 and I	tem 23 (Page 7.) Choose all that ap	oply.)	
	TIZEN		BLE 1b - FOREIGN NATIONAL	TABLE 2
TABLE 1a - U.S. CITIZEN CLASSIFICATION NUMBER 1a DoD: Service Member b DoD: Service Member Dependent and/or Family Member (Command Sponsored Dependent) c DoD: Service Member Dependent and/or Family Member (Non-Command Sponsored Dependent) 2a DoD: Civilian Emploee WITH Transportation Agreement b DoD: Dependent of Civilian Employee WITH Transportation Agreement c DoD: Civilian Employee WITHOUT Transportation Agreement d DoD: Department of Civilian Employee WITHOUT Transportation Agreement 3a Non-DoD U.S. Government (USG): Employee b Non-DoD USG: Employee Dependent and/or Family Member 4 Citizen Residing Abroad (Child, Student, Private Business) 5 Tourist 6 Citizen on Business-Related Travel		CLASSIFICATION NUMBER 8 Adult Dependent of Repatriated U.S. Citizen (Foreign spouse or other adult dependent; not U.S. Citizen) 9 Minor Dependent of Repatriated U.S. Citizen (Child born in foreign country, not U.S. citizen to date) 10 Non-Dependent of Repatriated U.S. Citizen (Extended family member, i.e. mother-in-law, cousin, etc.) 11 Non-U.S. Civilian Employee (Works for U.S. (Government) 12 Citizen of Country Other Than U.S., 13 Other, None of the Above (Specify)		AGENCY CODE A Army N Navy F Air Force M Marine Corps
7 U.S. Government Contractor		<u> </u>	17. NUMBER OF FAMILY MEM	PEGS MATH VOIL
16. CLASSIFICATION NUMBER(S) AN appropriate classification numbers and a	ND AGENCY CODE(S) (Er	nter all	NUMBER OF FAMILI MEM	52.13 11111 100
that are applicable to the person named		and rapid 2	ADULT8	CHILDREN
a. CLASSIFICATION NUMBER	b. AGENCY CODE		(Include yourself)	(Include all children)
OLADOURIOA TIONI	h Adriay siss		18. NUMBER OF ANIMALS WIT	H YOU (If applicable)
a. CLASSIFICATION NUMBER a. CLASSIFICATION NUMBER	b. AGENCY CODE		DOGS	CATS
	B. AGENCY CODE		BIRDS	OTHER
19. EMERGENCY CONTACT IN U.S. (For person named in Item 6 above.)				
a. NAME (Last, First, Middle Initial) c HOME TELEPHONE NUMBER (Include Area Code)	d. WÖRK TELEPHONE (Include Area Code	NUMBER	b. ADDRESS (Street, City, States	County, 21r Cood)
20. FINAL DESTINATION AND NAME (If same as Item 19, enter "SAME")	OF POINT OF CONTACT	(If applicable)	•	
a. NAME (Last, First, Middle Initial)		т	b. ADDRESS (Street, City, State	/County, ZIP Code)
c HOME TELEPHONE NUMBER	d. WORK TELEPHONE	ANIMOED	b. Abbitco (Great, Oily, Glata	(Coding, Eli Code)
(Include Area Code)	(Include Area Code	NOMBER		
21. IF U.S. DEPARTMENT OF DEFEN (For escorted unaccompanied mino				r ability)
a. BRANCH OF SERVICE/DOD AGEN				
ARMY NAVY b. NAME OF SPONSOR (Remaining in	AIR FORCE		NE CORPS COAST GU	ARD DOD AGENCY
	***	,		u. RANK
e. ORGANIZATION/ADDRESS AND M	AJOR COMMAND (Includ	le APO#/FPO#)		
22. ESCORT FOR UNACCOMPANIED	MINOR CHILD(REN)			
(Complete if applicable) a. NAME OF ESCORT (Last, First, Mid	dle Initial)		b. ADDRESS (Final Destination Code)	of Escort) (Street, City, State/County, ZIP
c HOME TELEPHONE NUMBER (Final Destination of Escort) (Include Area Code)	d. WORK TELEPHONE I (Escort) (Include Area Cod			
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SECTI	ON III - EVACUEE IC	DENTIFY	YING INFO	ORMATION (Cont	inued)		
23. ACCOMPANYING E	VACUEES						
(Fill out for each accompar	nying person.)						
a. (1) NAME (Last, First, Middle Initial)			(2) SSN		(3) DATE OF BIRTH (YYYYMMDD)		
(4) GENDER (X one)	(5) RELATIONSHIP TO P	_					
MALE FEMALE	SPOUSE	SON/DA	AUGHTER	PARENT	OTHER		
(6) PLACE OF BIRTH (City, State, and Co	ountry)		(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item a. (1))				
(7) COUNTRY OF CITIZENSHIP		-	(a) CLASS	FICATION NUMBER	(b) AGENCY CODE		
(8) PASSPORT NUMBER	COUNTRY OF ISSUE		(a) CLASS	FICATION NUMBER	(b) AGENCY CODE		
(9) ALIEN NUMBER	COUNTRY OF ISSUE		(a) CLASS	FICATION NUMBER	(b) AGENCY CODE		
b. (1) NAME (Last, First, Middle Initial)			(2) SSN		(3) DATE OF BIRTH (YYYYMMDD)		
(4) GENDER (X one)	(6) RELATIONSHIP TO P	_					
MALE FEMALE	SPOUSE	SONDA	AUGHTER	PARENT	OTHER		
(6) PLACE OF BIRTH (City, State, and Country)				(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item b. (1))			
(7) COUNTRY OF CITIZENSHIP				IFICATION NUMBER	(b) AGENCY CODE		
(8) PASSPORT NUMBER	COUNTRY OF ISSUE	•	(a) CLASS	IFICATION NUMBER	(b) AGENCY CODE		
(9) ALIEN NUMBER	COUNTRY OF ISSUE		(a) CLASS	FICATION NUMBER	(b) AGENCY CODE		
c. (1) NAME (Last, First, Middle Initial)		T K ala	(2) SSN		(3) DATE OF BIRTH (YYYYMMDD)		
(4) GENDER (X one) MALE FEMALE	(5) RELATIONSHIP TO P	_	AUGHTER	PARENT	OTHER		
(6) PLACE OF BIRTH (City, State, and Co	ountry)		(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item c. (1))				
(7) COUNTRY OF CITIZENSHIP			(a) CLASSIFICATION NUMBER (b) AGENCY CODE				
(8) PASSPORT NUMBER	COUNTRY OF ISSUE		(a) CLASSIFICATION NUMBER (b) AGENCY CODE				
(9) ALJEN NUMBER	COUNTRY OF ISSUE		(a) CLASS	IFICATION NUMBER	(b) AGENCY CODE		
		SON STREET			J. C. Sang, L. M. C. B. Ling, L. G. Lindson, C. S. 1988		
d. (1) NAME (Last, First, Middle Initial)		rwrs. 17,	(2) SSN	o das Posteriore dos sociedos estados estados estados en deligidos en deligidos en deligidos en deligidos en d	(3) DATE OF BIRTH (YYYYMMDD)		
(4) GENDER (X one) MALE FEMALE	(5) RELATIONSHIP TO P SPOUSE	_	OMPLETING AUGHTER	FORM (X one) PARENT	OTHER		
(6) PLACE OF BIRTH (City, State, and Country)				(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the pers named in Item d. (1))			
(7) COUNTRY OF CITIZENSHIP			(a) CLASS	IFICATION NUMBER	(b) AGENCY CODE		
(8) PASSPORT NUMBER	COUNTRY OF ISSUE		(a) CLASS	IFICATION NUMBER	(b) AGENCY CODE		
(9) ALIEN NUMBER	COUNTRY OF ISSUE		(a) CLASS	IFICATION NUMBER	(b) AGENCY CODE		
	re are more than 4 accomp	panying fa	mily membe	r, use additional copie	s of Page 7.		
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	SECTION III - EVACUEE IDENTIFYING INFORMATION (Continued)								
24. IF NO SERVICES ARE NEEDED, X THIS BLOCK									
25.	25. SERVICES NEEDED (X all that apply)								
	CLOTHING								
	HOUSING		PERMANENT		TEMPOR	ARY			
	MEDICAL								
	DOD INFORMATI	ION							
	DOD LEGAL SEF	RVICES							
	CHILD CARE								
	FEDERAL CIVILI	AN PERS	ONNEL ASSISTA	NCE					
	LOCATOR ASSIS	STANCE F	OR OTHER FAM	ILY MEME	ERS				
	TRANSPORTATI	ON TO O	NWARD DESTINA	TION					
	FINANCIAL ASSISTANCE								
	MENTAL HEALTH								
	GENERAL INFO	RMATION							
	CHAPLAIN ASSI	STANCE							
	FUNERAL ASSIS	STANCE							
	DOD RELOCATION	ON INFOR	RMATION						
	TRANSLATOR IN	FORMAT	TON (Indicate lang	juage)					
	OTHER (Specify)								
26. /	ADDITIONAL REMA	ARKS							
					e T	OP HERE.			
					<u> </u>	OF RENE.			

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SECTION IV (ITEMS 27 - 36 DEPARTMEN			BY REPATRIA				NTER	
27. IF NO SERVICES ARE REQUIRED/WERE PR	ROVIDED, X THIS	BLOCK						
28. SERVICES PROVIDED BY DHHS								
(1) SERVICES	T	(2) CC	OSTS			(3) TC	TAL	
· · · · · · · · · · · · · · · · · · ·	PERS		DOLLAR	S		•		
•								
a. ONWARD TRANSPORTATION	PERS	X	DOLLAR	=				
	FERG	0.113	DOLLAR	•				
•		х		=				
	PERSONS	DAYS	DOLLAR	S				
b. TEMPORARY LODGING AND PER DIEM	x	x		=				
c. MISCELLANEOUS (Specify)	.1							
c. miocelenteoda (apeary)				-				
			•					
				=				
				-				
				_				
3-1			29. TOTAL COST					
MEGALICATION OF THE T				•			·	
30. HAS EMERGENCY MEDICAL ASSISTANCE	BEEN PROVIDED	OFF-SITE? ((one)			YES		NO
31. ADDITIONAL REMARKS				1			نـــــــــــــــــــــــــــــــــــــ	
•								
SECTION V - CLOSING QUEST DEPARTMEN			TED BY REPA				CEN	TER
								(X one)
							YE	S NO
32. DOES THIS PERSON/FAMILY NEED A LOAN RESOURCES IMMEDIATELY ACCESSIBLE 1				HE/THEY A	RE WI	THOUT		
33. HAVE YOU EXPLAINED TO THE REPATRIA ACT AND WILL BE USED SOLELY FOR THE REPATRIATION PROGRAM?	TE THAT THE INF PURPOSE OF E	FORMATION OF STABLISHING	BTAINED IS PROTE	CTED UND	ER TH	E PRIVACY ING THE U.S.		
34. HAS THE REPATRIATE SIGNED THE HHS R	EPAYMENT-LOA	N AGREEMEN	T? (Agreement mus	t be attache	d to file	9.)		
35. HAS THE REPATRIATE BEEN GIVEN INFOR	MATION/REFERI	RAL FOR ASSI	STANCE AT THE FI	NAL DESTI	NATIC	N?		
36. NAME OF INTERVIEWER (Last, First, Middle	Initial)			37. TELE	PHON	E NUMBER (Inc	clude A	rea Code)
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TO	SECTION VI - ASSISTANCE P D BE COMPLETED BY REPAT			
38. IF NO SERVICES WERE PROVI	DED, X THIS BLOCK			
39. SERVICES PROVIDED (X as ap	plicable)	40. COS1	'S	
a. TRANSPORTATION		a. TRANS	SPORTATION	
b. FINANCIAL (Advance per	diem)	b. FINAN	CIAL (Amount paid) IER NUMBER (for per d	iem)
c. AMERICAN RED CROSS	(ARC)	c. AMER	CAN RED CROSS (ARC	E)
d. HOUSING		41. TOTA	L COST	
e. MEDICAL/OTHER				
f. LEGAL SERVICES				
g. CHAPLAIN ASSISTANCE	:			
h. FAMILY CENTER ASSIS	FANCE			
TO	SECTION VII - EXI D BE COMPLETED BY REPAT			INTER
42. EXIT FROM PROCESSING CENTER DATE (YYYYMMDD)	43. EXIT FROM PROCESSING CENTER TIME (Military)		TINATION (City, State, C	
45. TRANSPORTATION CARRIER(5)	46.a. ET/ (Military 1	AT DESTINATION Time)	b. DATE OF ARRIVAL AT DESTINATION (YYYYMMDD)
47. ADDITIONAL REMARKS		1	•••	

APPENDIX 3 TO ANNEX B

	Date	·	
NΔM	E:		
IVALI.	(Family Name) (Given Name	e)	
DOB	:AGE:SEX:NATIONALITY		
DAT	E ARRIVED:DATE PROCESSED:(MO/DAY/YR) (MO/DAY/YR)	
HEA:	LTH STATUS		
	Are you currently being treated for any illnesses? , what are the illnesses and medications? ILLNESS MEDICATION	YES	NO I
2.	Have you had any major illnesses in the last 6 months? If yes, list	YES	NO
3.	Do you have any medical complaints now? If yes, list	YES	NO
VIT	AL SIGNS		
1.	TEMPERATURE F.		
2.	Is the temperature 100 degrees or more? PULSE/minute	YES	NO
APP	EARANCE AND BEHAVIOR		
1.	Are any of the following present: Trauma, rash, pallor, cough, jaundice, lymph gland enlargement? If yes, list	YES	NO ·
2.	Is abdomen tender?	YES	NO
3.	Is general appearance or behavior abnormal? If yes, note abnormality	YES	NO
	1		

COMNAVREGMIDLANTINST 3025.1

0 8 MAR 2001

AC1	TON OF PROCESS LINE				
1.	Cleared for Travel		YES		NO
2.	Hold and refer to physical	•	YES		NO
		Signature o	f Nurse,	NP,	PA
<u>ACT</u>	ION OF MEDICAL OFFICER				
1.	After exam, cleared for travel		YES		NO
2.	Hospitalized		YES		NO
3.	Other:				

Signature of Physician

ANNEX C

CLAIMS AND LEGAL ASSISTANCE

Ref: (a) DoD Directive 3025.14

- (b) CINCLANTFLT NORFOLK VA MSG dtg 121510ZSEP00
- (c) JAGMAN
- (d) JAGINST 5801.2
- (e) 5 U.S.C. \$5522-5527
- (f) DoD Instruction 1400.11
- (g) 31 U.S.C. §3721
- (h) JAGINST 5890.1
- (i) Joint Federal Travel Regulations

1. Situation

a. General

- (1) Noncombatant repatriation operations which bring U.S. citizens to the area of operations (AO) of COMNAVREG MIDLANT will almost certainly necessitate claims services from the Navy legal community to newly-repatriated U.S. citizens. In addition, questions concerning the custodial transfer of minor children from their escorts to legal guardians or individuals serving in loco parentis may require assistance from an attorney. U.S. citizens with repatriation-related legal issues may seek assistance at the nearest Naval Legal Service Office (however, the assistance available may be limited in some cases by statutory eligibility requirements or available resources).
- (2) In most instances, it is unlikely that families will know if, and to what extent, personal property has been damaged. Since evacuations, particularly those resulting from natural disasters, may entitle families to payment of a partial claim once they arrive in CONUS, legal personnel in the AO of COMNAVREG MIDLANT should be prepared to handle all legal contingencies arising therein.
- b. Authority. References (a) and (b) direct COMNAVREG MIDLANT to ensure the provision of services to DoD employees (both military and civilian) and their dependents evacuated from a foreign country due to repatriation operations. Provision of legal assistance to them is governed by reference (c) and (d), while claims payments are authorized pursuant to references (e) through (h). Lastly, reference (i) governs fiscal law issues involving per diem and similar issues.
 - c. Assumptions. See Basic Plan.
 - d. Supporting Agencies. See Basic Plan.
- e. Coordinating Departments, Commands, Agencies. See Basic Plan.
- 2. Mission. To provide immediate claims and permissible legal assistance to DoD employees, both military and civilian, and their dependents, during noncombatant repatriation operations.

3. Execution

a. Concept of Operations

- (1) Many DoD employees will be separated from their dependents during repatriation operations. Unaccompanied minor dependents shall have legal paperwork authorizing escorts to act as such, as well as documents necessary for a custodian, such as in loco parentis powers of attorney, and documents addressing the child's schooling, medical and dental care, and any possible financial entitlements.
- (2) Other legal assistance issues may arise in the course of the repatriation operations.
- (3) Claims for personal property that is lost or damaged incident to service are cognizable under the Military Personnel and Civilian Employees' Claims Act (PCA). Eligible claimants are active duty military, DoD civilian personnel serving overseas on official orders, employees of DoD non-appropriated fund activities, and DoD family members who have appropriate powers of attorney from an authorized sponsor.

b. Responsibilities

- (1) Assist with transferring custody of unaccompanied minor family members, and in handling other matters of legal assistance which directly relate to the repatriation operations.
- (2) When authorized and based on immediate need, assist eligible DoD families in filing PCA and other claims.
- (3) Assist service members and their families in obtaining appropriate Power of Attorney for the processing of claims and other legal matters.
- c. Coordinating Instructions. The Naval Legal Service Offices (NAVLEGSVCOFF) are authorized to adjudicate and pay PCA claims. COMNAVREG MIDLANT legal personnel will coordinate with NAVLEGSVCOFF MIDLANT.

4. Administration and Logistics

a. Claimants may be entitled to emergency advance pretrial payments for lost or damaged personal property. These payments can be processed at the safehaven/final destination site by NLSO personnel.

ANNEX D

ACRONYMS AND ABBREVIATIONS

ABW AIR BASE WING ACC AIR COMBAT COMMAND AER ARMY EMERGENCY RELIEF AFMC AIR FORCE MATERIEL COMMAND AMC ARMY MATERIEL COMMAND AMC AIR MOBILITY COMMAND AΩ AREA OF OPERATIONS ARMY OPERATIONS CENTER AOC AOR AREA OF RESPONSIBILITY APOD AERIAL PORT OF DEBARKATION APOE AERIAL PORT OF EMBARKATION ARC AMERICAN RED CROSS CAT CRISIS ACTION TEAM CINC COMMANDER IN CHIEF CINCLANTFLT COMMAND IN CHIEF ATLANTIC FLEET CHIEF OF NAVAL OPERATIONS COMNAVREG MIDLANT COMMANDER, NAVAL REGION, MID ATLANTIC CONUS CONTINENTAL UNITED STATES DΑ DEPARTMENT OF ARMY DEPARTMENT OF HEALTH AND HUMAN SERVICES DHHS DIA DEFENSE INTELLIGENCE AGENCY DLADEFENSE LOGISTICS AGENCY DMDC DEFENSE MANPOWER DATA CENTER DOA DEPARTMENT OF AGRICULTURE DOC DIRECTOR OF CONTRACTING DEPARTMENT OF DEFENSE DODD DEPARTMENT OF DEFENSE DIRECTIVE DEPARTMENT OF DEFENSE DEPENDENT SCHOOL DODDS DODI DEPARTMENT OF DEFENSE INTRUCTION DOL DEPARTMENT OF LABOR DOS DEPARTMENT OF STATE DOT DEPARTMENT OF TRANSPORTATION ΕO EXECUTIVE ORDER FEDERAL BUREAU OF INVESTIGATION FRT FEMA FEDERAL EMERGENCY MANAGEMENT AGENCY **FMFLANT** FLEET MARINE FORCE ATLANTIC FMFPAC FLEET MARINE FORCE PACIFIC FORSCOM FORCES COMMAND HHG HOUSEHOLD GOODS HSC U.S. ARMY HEALTH SERVICES COMMAND INS IMMIGRATION AND NATURALIZATION SERVICE JAG JUDGE ADVOCATE GENERAL **JFCOM** JOINT FORCES COMMAND JOINT RECEPTION COORDINATION CENTER JRCC **JSPST** JOINT SERVICE PROCESSING SUPPORT TEAM LNO LIAISON OFFICER MAC MILITARY AIRLIFT COMMAND MACOM MAJOR COMMAND MAJCOM MAJOR AIR COMMAND MARINE CORPS BASE MCB **MCAS** MARINE CORPS AIR STATION MCLB MARINE CORPS LOGISTICS BASE

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M&IE MEALS AND INCIDENTAL EXPENSE ALLOWANCE

MSC MILITARY SEALIFT COMMAND

MTMC MILITARY TRAFFIC MANAGEMENT COMMAND

NAS NAVAL AIR STATION

NAVSTA NORFOLK NAVAL STATION, NORFOLK

NEO NONCOMBATANT EVACUATION OPERATIONS
OASD OFFICE ASSISTANT SECRETARY OF DEFENSE
OCONUS OUTSIDE CONTINENTAL UNITED STATES
OCPA OFFICE OF THE CHIEF OF PUBLIC AFFAIRS

ODCSPER OFFICE DEPUTY CHIEF OF STAFF FOR PERSONNEL

OPM OFFICE OF PERSONNEL MANAGEMENT

PACAF PACIFIC AIR FORCE PACIFIC FLEET

PAO PUBLIC AFFAIRS OFFICE

PCA MILITARY PERSONNEL AND CIVILIAN EMPLOYEES'

PERSONNEL CLAIMS ACT
POA POWER OF ATTORNEY
POD PORT OF DEBARKATION
POE PORT OF EMBARKATION
POV PRIVATELY OWNED VEHICLE

POV PRIVATELY OWNED VEHICLE
SATO SCHEDULED AIR TRAFFIC OFFICE
SBI STATE BUREAU OF INVESTIGATION
SOP STANDING OPERATING PROCEDURE

SPOD SEAPORT OF DEBARKATION
SPOE SEAPORT OF EMBARKATION
TAMC TRIPLER ARMY MEDICAL CE

TAMC TRIPLER ARMY MEDICAL CENTER
TCC TRANSPORTATION COMPONENT COMMAND

TDY TEMPORARY DUTY

USAF UNITED STATES AIR FORCE

USAREUR U.S. ARMY EUROPE

USARPAC UNITED STATES ARMY, PACIFIC

USASCH U.S. ARMY SUPPORT COMMAND HAWAII USCINCPAC U.S. COMMANDER IN CHIEF PACIFIC

USDA UNITED STATES DEPARTMENT OF AGRICULTURE

USMC UNITED STATES MARINE CORPS

USN UNITED STATES NAVY

USO UNITED SERVICE ORGANIZATION

USPHS UNITED STATES PUBLIC HEALTH SERVICE

USTRANSCOM U.S. TRANSPORTATION COMMAND

ANNEX E

DEFINITIONS

- 1. Authorized Departure. Departure of noncombatants, including uniformed dependents, nonessential DoD civilians and their families, families of essential DoD civilians, and Department of Defense Dependent School (DODDS) staff and/or faculty to an announced safehaven is voluntary and authorized at Government expense, with return also at Government expense. Once evacuated, however, there is no return until the DoS/competent authority terminates the evacuation.
- 2. <u>Designated Place</u>. Location selected by evacuated military dependents as the place where they will establish a permanent residence when it has been determined by competent authority that their return to the permanent duty station will not take place or is not expected to take place in the near future.
- 3. <u>Dependents</u>. Family members of household, as defined in Joint Federal Travel Regulation (JFTR), Volumes 1 and Joint Travel Regulations Volume 2 for military and civilian sponsors.
- 4. Emergency Action Committee. A committee consisting of consular representatives and members of other local U.S. Government Agencies in a foreign country assisting in implementation of a DoS emergency action plan. Unless otherwise designated by the Unified Commander, the senior military officer in the consular district shall designate the military member(s).
- 5. Evacuation. The authorized or ordered departure of noncombatants from a specific area by the DoS, DoD, or the appropriate U.S. military commander. This refers to the movement from one area to another in the same or different countries. The evacuation is caused by unusual or emergency circumstances and applies equally to command- or non-command-sponsored dependents.
- 6. Joint Reception Coordination Center (JRCC). Established by the Department of the Army as the designated DoD Executive Agent for the repatriation of noncombatants, with the assistance of other Military Departments and DoD Agencies. The JRCC ensures DoD personnel and noncombatants receive adequate assistance and support for an orderly and expedient debarkation, movement to final destination in the United States, and appropriate follow-on assistance at the final destination. The JRCC is also responsible for keeping not only the Defense establishment but also all Federal Agencies informed about the evacuation and repatriation operation.

7. Noncombatants

- a. U.S. citizens who may be ORDERED to evacuate by competent authority include:
- (1) Civilian employees of all U.S. Government Agencies and their dependents, except as noted in subparagraph 4.b.(1), below.
- (2) Military personnel of the U.S. Armed Forces specifically designated for evacuation as noncombatants.
 - (3) Dependents of members of the U.S. Armed Forces.

- b. U.S. (and non-U.S.) citizens who may be AUTHORIZED or ASSISTED in evacuation (but not necessarily ordered to evacuate) by competent authority including:
- (1) Civilian employees of the U.S. Government Agencies and their dependents, who are residents in the country concerned on their own volition, but express the willingness to be evacuated.
 - (2) Private U.S. citizens and their dependents.
- (3) Military personnel and dependents of members of the U.S. Armed Forces outlined in subparagraph 4.a.(3), above, short of an ORDERED evacuation.
- (4) Designated aliens, including dependents of persons listed in paragraph 7.a., above, as prescribed by the DoS.
- 8. <u>Noncombatant Evacuation Operations</u>. Operations directed by DoS, DoD or other appropriate authority wherein noncombatants are evacuated from areas of danger overseas to safehavens overseas or to the United States.
- 9. Ordered Departure. Departure directed by DoS to designated safehavens with implementation of the theater CINC NEO plan. When directed, ordered departure is not considered to be optional for DoD family members. Failure to comply is at the risk of adverse personnel action, e.g., loss of command sponsorship.
- 10. Regional Liaison Groups. Joint monitoring bodies established by the DoS with representation from the, to ensure in-country coordination of noncombatant emergency and evacuation planning by their Departments. They provide advice and guidance to diplomatic and consular military commands in their areas by: providing liaison between the Washington Liaison Group (WLG) and the posts, ensuring coordination exists between the various posts and military commands, assisting posts and commands in planning for evacuation and/or protection of U.S. citizens and certain designated aliens in case of emergency, reviewing and approving emergency evacuation plans, and forwarding approved plans to DoS for review and distribution.
- 11. <u>Repatriation</u>. The procedure where U.S. citizens and their families are officially processed back into the United States subsequent to an evacuation. Evacuees are also provided various services to ensure their well-being and onward movement to their final destination.
- 12. <u>Safehavens</u>. A place to which noncombatants under the U.S. Government's responsibility may be evacuated during an emergency. A location within or outside the United States to which noncombatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination. Safehavens are normally designated by the DoS, in coordination with the DoD.
- 13. <u>Standfast</u>. All noncombatants are required to remain in place and take appropriate precautions to limit exposure since immediate movement will involve unacceptable risks.
- 14. Third Country National (TCN). An individual who is neither a DoD Dependent nor a U.S. citizen.

- 15. <u>U.S. Citizen Civilian Employee</u>. A civilian employee of the Government of the United States who is a U.S. citizen with permanent residence in the U.S.
- 16. Washington Liaison Group (WLG). A joint monitoring body established by the DoS, with representation from DoD. The WLG is chaired by the DoS, ensuring coordination by U.S. Government Agencies, at the national level, of all noncombatant emergency evacuation planning and implementation. The WLG coordinates with the regional liaison group ensuring in-country support of the noncombatant emergency and evacuation plan.